

COUNTY OF SAN BERNARDINO
DEPARTMENT OF ECONOMIC AND COMMUNITY DEVELOPMENT

**CDBG PROGRAM GUIDELINES
2004-2005 PROGRAM YEAR**

WHAT IS CDBG?

In 1974, the federal government enacted the Federal Housing and Community Development Act. Title I of the Act combined several funding programs into a single program called "Community Development Block Grant" (CDBG). Congress designed the CDBG program to enhance and maintain the viability of urban communities. The CDBG program accomplishes these goals by providing decent housing, suitable living environments and expanded economic opportunities; principally for low-and moderate-income persons. The U.S. Department of Housing and Urban Development (HUD) administers the CDBG program through state and local governments.

Communities receiving CDBG block grants are free to develop their own programs and funding priorities based on local community development needs. However, these "entitlement communities" must promote the **national CDBG objectives** by giving the highest funding priority to activities which benefit low-and moderate-income persons, or which aid in the elimination and prevention of slums and blight. Under certain circumstances, CDBG funds may be used as needed to address an immediate threat to public health and safety. CDBG activities must adhere to federal eligibility requirements to ensure consistency with the national objectives. (See CDBG Project Eligibility)

THE COUNTY CDBG PROGRAM

The County of San Bernardino receives annual CDBG funding as an "entitlement county", responsible for implementing a CDBG program for the unincorporated areas of the county and the thirteen (13) cities that cooperate in the County CDBG Program.

Proposals for County CDBG Program funding must benefit residents of one, some or all of the following County-CDBG-communities:

Adelanto	Highland	Twentynine Palms
Barstow	Loma Linda	Yucaipa
Big Bear Lake	Montclair	Town of Yucca Valley
Colton	Needles	All Unincorporated Areas
Grand Terrace	Redlands	

There are eleven (11) cities in San Bernardino County that receive and administer their own CDBG entitlements. The following Entitlement Cities do not cooperate as part of the County's CDBG Program:

Town of Apple Valley	Hesperia	San Bernardino
Chino	Ontario	Upland
Chino Hills	Rancho Cucamonga	Victorville
Fontana	Rialto	

Please do not submit a proposal for County CDBG funding of a project benefiting residents of an Entitlement City. Such proposals should be directed to the Entitlement City's CDBG program.

CDBG PROJECT ELIGIBILITY

Federal regulations defined the parameters for using CDBG funds according to the national objectives. They also specify eligible program activities. Copies of these regulations are available from ECD upon request.

- **Eligible activities** include acquisition of real property for an eligible use, construction and rehabilitation of public facilities, demolition and clearance of deteriorated buildings, community services for low-and moderate-income households, removal of barriers that restrict the mobility of the elderly and severely disabled adults, and special economic development activities.
- **Ineligible activities** include construction of religious facilities or government buildings, new housing construction, equipment purchases, maintenance and operation expenses, political or religious proselytizing, and fund raising.

THE PROPOSAL REVIEW PROCESS

The County's 2004-05 CDBG program year will begin on July 1, 2004 and will end June 30, 2005.

- Construction project proposals will not be accepted as complete without a properly executed Maintenance and Operation Commitment form (page 6 of 8) and an Estimated Annual Maintenance and Operation Budget Form (page 7 of 8). These elements of the proposal provide assurances of long-term benefits of CDBG-funded improvements. Federal regulations do not permit the use of CDBG funds for facility maintenance and operation costs.
- Public service proposals require signed acknowledgment that insurance coverage, including but not limited to Workers Compensation, General Liability, Automobile Liability, and Errors and Omissions or Professional Liability, will be required before CDBG funds can be made available to approved projects.
- County staff will review all proposals for eligibility and consistency with the national CDBG objectives and the strategies and goals of the adopted Consolidated Plan. Eligible proposals will be forwarded to the appropriate authority for funding priority ranking/recommendations.
- County-CDBG-cooperating cities will receive copies from ECD of all proposals identifying their city as a benefit area and requesting CDBG funding for that area. Each city will hold a public hearing to prioritize proposals and recommend funding levels to the Board of Supervisors.
- ECD will coordinate with community and county agencies, and the staff of the five county supervisorial districts to review proposals benefiting unincorporated areas and to make funding recommendations to the Board of Supervisors.
- The County of San Bernardino will hold a public hearing to consider all funding recommendations and approve a program of CDBG projects. It is anticipated that the Board of Supervisors hearing for the 2004-2005 CDBG program year will be held on March 30, 2004.

The Board of Supervisors has the final decision authority in funding County CDBG program proposals.

Proposals for the 2004-2005 County CDBG program will be accepted through **December 11, 2003**. For more information, please contact:

County of San Bernardino, Department of Economic and Community Development, 290 North "D" Street, Sixth Floor, San Bernardino, CA 92415-0040 Phone: (909) 388-0959 Fax: (909) 388-0929